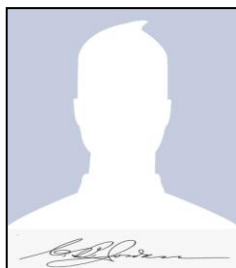


## GUIDELINE FOR FILLING UP THE ONLINE FORM

### Keep the following documents ready before filling-up of online Form:

1. Single PDF file (multipage) for all educational qualifications (Degrees/ Diplomas/ Certificates) starting from Secondary/10th to Last Degree/Course (Max 10 MB Size).
2. Single PDF file (multipage) for all certificates pertaining to Work Experience (Max 10 MB Size).
3. Last Salary Slip needs to be uploaded as PDF/JPG file (Max 1 MB Size).
4. Latest Resume/CV as PDF File (multipage) (Max 1 MB Size).
5. Passport size Photograph with Signature as shown below in JPG Format (Max 1 MB Size).



In the Education Qualifications and Work Experiences Sections, applicant may skip pages that are not applicable to him/her.

*For example*, in case of Educational Qualification section Secondary/10th, Senior Secondary/12th and Graduation details are must. Rest of the pages may be skipped if not applicable.

*Similarly*, in Work Experience section, if an applicant only wants to furnish 2 last employment details he/she may skip page 3 and page 4 of that section.

A screenshot of the entire blank online Form is given below for ready reference.